

FOREWORD

Whether you have just joined our staff or have been employed at The City of Memphis for a while, we are confident that you will find this a dynamic and rewarding place to work and we look forward to a productive and successful association. We consider the employees of the city to be one of its most valuable resources. This manual has been written to serve as the guide for the employer/employee relationship.

There are several things that are important to keep in mind about this handbook. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to you, you should address your specific questions to the Human Resources Department. Neither this handbook nor any other City document, confers any contractual right, either express or implied, to remain in the city's employ. Nor does it guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and may be terminated at will, with or without cause and without prior notice, by the City or you may resign for any reason at any time.

Secondly, the procedures, practices, policies and benefits described herein may be modified or discontinued from time to time. We will try to inform you of any changes as they occur.

Thirdly, this manual and the information in it should be treated as secret and confidential. No portion of this manual should be disclosed to others, except City employees and others affiliated with City whose knowledge of the information is required in the normal course of business. Of course, this information should be provided as requested the appropriate channels to satisfy an Open Records Request.

Finally, some of the subjects described here are covered in detail in official policy documents. You should refer to these documents for specific information, since this Manual only briefly summarizes those benefits. Please note that the terms of the written insurance policies are controlling.

A policy, as defined within the Personnel Manual Policies and Procedures, may be modified only by specific, written provisions within the various memoranda of understanding. When applying a personnel policy, supervisors should consult the memorandum of understanding which applies to that bargaining unit. If there is a direct conflict between a provision of the Personnel Manual Policies and Procedures and a provision of the memorandum of understanding, the provision

of the memorandum of understanding will control, but only to the extent it directly conflicts with the specific provision of the Personnel Manual Policies and Procedures. All matters covered by the Personnel Manual Policies and Procedures that are not covered by a specific provision of the applicable memorandum of understanding will be controlled by the Personnel Manual Policies and Procedures.

Further, where there is a conflict between the Personnel Manual Policies and Procedures and the various Division work rules and/or policies and procedures, the Personnel Manual Policies and Procedures shall supersede.

Sincerely,

Quintin Robinson

Quintin Robinson, PHR
Director, City of Memphis Human Resources Division

RECEIPT FOR EMPLOYEE Personnel Manual

I acknowledge that I have received a copy of the City of Memphis Employee Manual. I agree to read it thoroughly, including the statements in the foreword describing the purpose and effect of the Manual. I agree that if there is any policy or provision in the Manual that I do not understand, I will seek clarification from the Human Resources Department. I understand that the City is an "at will" employer and as such employment with City is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice. In addition, I understand that this Manual states the City's policies and practices in effect on the date of publication. I understand that nothing contained in the Manual may be construed as creating a promise of future benefits or a binding contract with the City for benefits or for any other purpose. I also understand that these policies and procedures are continually evaluated and may be amended, modified or terminated at any time.

Please sign and date this receipt and return it to the Human Resources Department.

Date: _____

Signature: _____

Print Name: _____